

Helena JSEC Meeting Minutes

February 17, 2010

Members Present:

Carolyn DeYoung	BCBS of Montana
Robert Ward	Enterprise Holdings
Tina Whitaker	Employer Support of Guard & Reserve
Pat Roth	Glacier Bancorp, Inc.
Cathy Wood	Student Assistance Foundation
Chelsea Culpon	MT Chamber of Commerce
Charles Geary	Department of Corrections
Hayley Emly	American Federal Saving Bank
Sandy Hamlin	Helena Job Service Workforce Center
Dave Laber	Helena Job Service Workforce Center
Deb Buxbaum	Helena Job Service Workforce Center

Introductions: Carolyn called the meeting to order and had the members introduce themselves.

Minutes: Minutes were approved with one correction. Third page, second paragraph, second sentence: He asked for a vote instead of ask.

Manager's Report: Deb requested to be moved up on the agenda since she needed to leave early. She gave us an update on the Career Fair. Carol Rule, Deb, (Helena Job Service) Rosie Walsh (Carroll College) and Alan Thompson (UM-Helena) met with the Career Fair staff from the Independent Record. The IR asked for volunteers to do the manual labor (set up, tear down, etc.). Deb did not feel comfortable volunteering Job Service staff for those tasks. Job Service is very busy right now and workman's comp. issues and all. There was a suggestion that the IR may want to get people from one of the temporary agencies to do the set up and tear down. Helena Job Service will be doing resume reviews like they have done in the past, but will concentrate more on the pre-Career Fair reviews so job seekers won't have to be handing out resumes that have just been critiqued. We will be partnering again with Carroll College and UM-Helena to do the resume critique classes prior to the Fair. Job Service will have a table at the Career Fair, and we can review job seeker's resumes there also if they wish to do so. The Colleges and Job Service will be working with Insty Prints to get some of their free posters for advertisement, as well as send out information to all of the Helena Job Service's registered employers and job seekers. The Career Fair is Thursday, April 8 this year. There was discussion about getting started sooner and planning the next Career Fair right after the last one ends. She welcomed JSEC folks to do some of the resume reviews since they have volunteered their services in the past for this. Deb also mentioned that no one has been able to see the evaluations from last year to get feedback for improvements to the Fair.

Shak Emly the Helena Job Service DVOP (Disabled Veterans Outreach Program) is resigning from the Helena Job Service and will be accepting a position at Fort Harrison. His last day at Job Service will be February 26th. Deb noted that Shak has done some great work for the veterans. He has brought together a group of service providers to coordinate their services for veterans. Deb said that she wasn't sure about a DVOP replacement yet. She will know more next month what that will look like.

The good news is that with two temporary front desk staff, more of the Workforce Consultants are able to get out of the office and visit employers.

Deb told Tina that when the Scholarship Committee has the application and other forms the way they want them to look, she now has a way to get it on our website. When the Scholarship Committee has it ready to go, Kim Lindstrom can put it into a fill-the-blank PDF.

Treasurer Report: Robert was pleased to announce that we received another \$280.00 from the January Personnel Plus Workshop. This gives us \$5,985.29 in our JSEC account. Mike Bullock Scholarship account still stands at \$271.86.

Scholarship Report: Tina put together a summary of what we talked about on the scholarship last month. The documents have been updated. There were eight documents tied directly to the scholarship last year. She reduced that to five documents as follow:

- 1) JSEC Letter to Schools
- 2) MB Scholarship Purpose
- 3) MB Bio
- 4) MB Application form
- 5) MB Reference form

Tina wasn't sure if we still needed the interview questions. Carolyn said that in the past, the interview questions were meant to help choose between the final two or three students. They would meet with the students, interview them, and narrow it down to a final winner. It was another way to get to know the person and see how they presented themselves. Robert commented that it would reveal their preparation skills. Tina said she would put the interviews back into the criteria.

It was decided that there would be a scholarship for the current high school seniors and one for the prior year's winner for their continuing education. The prior year's winner will have to submit proof of enrollment for the second year. Tina will create a letter saying this will be a two year award if they are still enrolled, and they must maintain a 2.5 GPA in college as well. We will start with this year's winner.

Sandy mentioned that if we want to get it in for the State Scholarship, we need to have it there by April 1. Robert reminded us that the State Scholarship criteria are different than ours. Tina e-mailed Chris last year about how ours was actually going to be evaluated against theirs but didn't get a clear answer. Sandy understood that their application was their criteria. Gary was going to look at the State criteria, but since he is no longer on MSEC (Montana State Employers Council) and Anna is, perhaps she will be able to get a better understanding of how their selection process works. Sandy stated that she already has two requests for application packets.

Robert question what would happen if the winner received a full ride. Then the winner may not need the money for school. The Committee agreed that there are always expenses, even if it is used for transportation to get to school. Cathy noted that if we write them a personal check in May, a lot can happen between May and September. Carolyn said that we started giving them the check in May so that we could honor them at graduation. We could however give a large-size fake check and award the real check a week or two before school started. Sandy asked what we decided about Intermountain Children's Home and Florence Crittenton Home. Tina said she thought we would just need to talk to them and see if they have a continuing education program or have high school seniors that will graduate. When Tina talks to the schools she will ask. Robert wondered if we could just submit another applicants name for the State Scholarship if the one we chose didn't qualify. Carolyn noted that it has to be our scholarship winner. All thanked Tina and the Scholarship Committee for all of the work they have put in on the Scholarship.

Officer Positions: Sandy took a little poll by e-mail, and received eight responses back to the question on who would be interested in serving as an officer on the Helena JSEC Committee. Current officers are willing to continue serving, so that is great. We had one person that was willing to serve in a couple of different positions. Gary's position as Vice Chair is open at this time, since his resignation. Tina was the only person interested in filling a position. In light of that, the Committee confirmed her as the new Vice Chair. She will also continue to serve as chair of the Scholarship Committee. Sandy asked when the terms should start. We decided last time there would be two year terms, no term limits, but we would review every two years to see if anyone wanted a change. After some discussion, it was agreed that the current terms would start in September 2010.

Hidden Agenda: Carolyn gave the Committee a 'Thinking of You' card to sign for Gary Willis. She shared with us that Gary has been diagnosed with a terminal illness and will be relocating to Denver. Carolyn also passed around a thank you card sent to the Helena JSEC from Jim Nys and his crew (Personnel Plus/Westaff) for the flowers we sent to his open house.

Charles reported on the 'Employer Choice Awards' subcommittee meeting that was held just before this meeting. Dave came up with the following things to talk about during the meeting. The questions were:

1. How to advertise this award?
2. Nomination process?
3. Selection process?
4. How will we recognize winners?
5. How often will we select a winner?

The subcommittee decided that a six page nomination form was too much for us right now. Instead of having formal questions the first year, we just wanted to come up with something very simple in a flyer format. Something like, "e-mail or mail us the reason why you think this employer deserves the award and tell us about their company". The plan is to make it accessible to every employee. Two main things we want to focus on is the business's community involvement as well as what the person's reasons are for nominating the employer.

The first thing we need to come up with is a name. We can probably keep 'Employer of Choice Award', or come up with something that would make it our own. Charles suggested everyone start giving that some thought, as well as how the nominations will be submitted.

The subcommittee also came up with some advertising ideas on how to get the word out - PSAs, John Harrington's Business Briefs, Job Service Website, flyers, and Job Service e-mails. Flyers could also be hung at JSEC businesses. Charles would like us to be able to build up to the nomination part instead of just having it a one-time thing. We want to make sure people are aware of this and hopefully generate some interest. Also, if we get a lot of nominations, there can be a split between large and small employers.

The next step is to decide how we are going to recognize the winner. Dave will be getting in touch with Missoula to see how they do it. Our thought was to see if we could get John Harrington to commit to an article, perhaps a feature article for the winner. Charles offered that we may want to do a plaque so they could hang it at their business. It was suggested that we ask if Missoula surveyed their employers to see if they wanted a plaque. Dave will ask Missoula about that. How often we select a winner will depend on what the committee decides to do. If we get a plaque, which is about \$45.00 a shot, we may want to just do it annually because of cost. If it is just a paper article and a pat

on the back, we may be able to do it quarterly. We want to make sure it is fresh. Charles asked everyone to be thinking about this so we can revisit it at our next meeting.

Additional Hidden Agenda items: Chelsea attended a Healthcare Workforce Meeting where they talked about a recommendation to increase the number WWAMI Medical Education Program students. (WWAMI-Washington, Wyoming, Alaska, Montana, Idaho-accessible medical education by sharing facilities and personnel). Montana would like to increase their students from 20 to 40. Records show that the longer students study medicine in the State, the longer they stay and come back to practice. Montana has the lowest numbers of all states in the union for residency programs approved by the Federal government. They would like to bring one to Helena. As of right now, Billings is the only Montana community with a residency program. Areas with residency programs retain 70% of the students, without the programs they only retain 30% of the students.

Meeting was adjourned.